



NSW College of Clinical Pastoral  
Education Inc  
**Orientation Program Application Form**

This Orientation Program is offered to CPE students who have successfully completed CPE 3 and to those with at least three units of CPE who are currently employed as pastoral practitioners or non-CPE pastoral supervisors. It provides a discernment process for both the applicant and the College to test the applicant's desire to commence CPE supervisory formation.

NAME:.....

ADDRESS:.....

EMAIL:..... FAITH TRADITION:.....

PHONE..... MOBILE:.....

DATES: CPE 1..... CENTRE:.....

CPE2.....CENTRE:.....

CPE 3..... CENTRE:.....,

BASIC UNITS:..... CENTRE:.....

ADVANCED UNIT..... CENTRE:.....

CPE CENTRE SPONSORING:.....

SIGNATURE OF CENTRE

DIRECTOR:.....DATE:.....

SIGNATURE OF

APPLICANT:.....DATE:.....

## APPLICATIONS CLOSE NOVEMBER 30 2023

Please include in support of your application:

1. A letter from your sponsoring Centre Director.
2. A brief autobiography that includes your CPE journey so far. (1000 words)
3. The reasons why you now wish to commence CPE supervisory formation.
4. Contact details of two further referees who are familiar with your pastoral care /supervisory practice.
5. Copies of your three CPE certificates
6. Copies of the supervisor's report for each of the Units of CPE completed.

Send your application to both:

Ms Carolyn Dann

NSWCCPE Inc. Administrative Secretary

PO Box 1983 Woollooware NSW 2230

Ph: 0420 359 097

Office hours: Monday – Thursday

[carolynCCPE@outlook.com](mailto:carolynCCPE@outlook.com)

and

Ms Gwen Vale

PCPEducational Consultant

[gwenvale@bigpond.com](mailto:gwenvale@bigpond.com)

text: 0424 045 703

*In 2024 the Orientation Program will commence on **Thursday February 8** and continue on the following dates:*

*Feb 22, Mar 7, Apr 11, May 9, Jun 6 , on line from 5.00-7.00pm*

*There will be two Individual Supervision sessions offered on line .*

*Cost of the program is \$600.00. Invoices will be sent at the commencement of the Course.*

## APPENDIX E

# PROCESS FOR ACCEPTANCE AS A SUPERVISOR-IN-FORMATION

### 1 Preamble

Experienced pastoral/spiritual carers who have successfully completed CPE 1, 2, 3 (or two Basic and one Advanced CPE units) may consider entering the process of formation to become an accredited Supervisor and Educator within the NSW College of Clinical Pastoral Education. The qualities to be discerned in potential CPE supervisors are maturity, personal and professional integrity, ethical awareness, a high level of pastoral competence, integration of spirituality and pastoral practice, self-awareness, and a readiness to undertake tertiary studies in Pastoral Supervision.

The process of acceptance as a Supervisor-in-Formation within NSWCCPE takes a minimum of six months. During that time, applicants are attached to a CPE Centre, observe a CPE group, participate in the NSWCCPE Orientation program, and prepare the materials required for presentation to and meeting with an Admission Committee.

### 2 Prerequisites

2.1 Successful completion of CPE 1, 2, and 3, or two Foundational and one Specialist Units of CPE

2.2 Experience in pastoral/spiritual practice

2.3 Integration of personal spirituality and pastoral practice

**Note:** Applicants who do not possess a qualification in theology/religious studies/spirituality or the appropriate equivalent will be required to complete a unit of theology and a unit of biblical studies or the appropriate equivalent prior to accreditation as a CP Supervisor.

### 3. Step One

3.1 The applicant meets with the Centre Director of the CPE Centre in which the applicant wishes to work to provide evidence of previous CPE units and to discuss the qualities and competencies required of a CPE Supervisor.

3.2 The Centre Director provides a letter of support outlining the qualities discerned in the applicant and stating the Centre Director's willingness to accept the applicant for formation at that Centre together with an assurance of placement for, and oversight of, the applicant for a period of two years.

3.3 The applicant obtains a letter of support from his/her most recent supervisor.

### 4. Step Two

The applicant:

4.1 completes the form on the website seeking application for acceptance as a supervisor-in-formation

4.2 attaches the letters of support from the Centre Director and previous supervisor

4.3 sends the completed application form and attachments to the Convenor of the ARPS Committee

Upon receipt of the application form, the ARPS Convenor:

4.4 forwards the application form to the members of the ARPS Committee for discussion and approval

4.5 contacts the Centre Director if any questions arise from the ARPS Committee

4.6. contacts the applicant with an invitation to join the Semester One Orientation program

### 5. Step Three

The applicant:

5.1 enrolls in the Semester One Supervisor Orientation program (See enrolment form on website)

5.2 actively participates the six sessions of the Orientation program and completes the required assessment tasks

5.3 observes a CPE group conducted at the applicant's CPE Centre and brings observations and analysis of the group process, dynamics, and supervisor's interventions to the Orientation group

5.4 undertakes supervision with a NSWCCPE Orientation supervisor

5.4 works with the Centre Director to prepare the materials for acceptance as a Supervisor-in-Formation

### 6. Step Four

At the conclusion of the Orientation program, the applicant will:

6.1 apply to the Convenor of the ARPS Committee for a date for an Acceptance Committee

6.2 prepare the dossier required for acceptance as a Supervisor-in-Formation (see Website for details)

6.3 forward a bound copy of the dossier to each member of the Acceptance Committee three weeks before the date of the committee

6.4 forward the committee fee to the NSWCCPE Administrative Secretary

6.5 meet with the Acceptance Committee

## **7. Outcome**

Following deliberation, the Acceptance Committee may:

7.1 recommend that the applicant be accepted as a Provisional CP Supervisor to begin training in the following semester, or

7.2 recommend that the applicant undertake such further education and supervision as set out in the Committee recommendations and apply again the following year, or

7.3 reject the applicant's request to become a Supervisor-in-formation with NSWCCPE.

Following the Acceptance Committee,

7.4 the committee report will be reviewed by the ARPS Committee and the recommendation forwarded for endorsement to the NSWCCPE Executive

7.5 The ARPS Convenor will inform the applicant and the Centre Director of the outcome.